



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Office Manager-Superior Court

FLSA: NE

SERVICE: Judicial

REVISED: 09/29/05

Summary: Under general direction, performs supervisory and administrative work of moderate difficulty in diversified or special project work; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Schedules and coordinates activities of assigned staff. Coordinates training for office support staff; shares expertise with office staff.
- Develops and implements procedures, operations, and special projects and programs.
- Coordinates activities of several departments, programs, or offices.
- Analyzes departmental financial or project data and makes recommendations to the department director.
- Assists with preparation of annual department budget.
- Prepares required reports and correspondence and maintains records.
- Responds to questions from the public and other departments for complex and confidential information. Makes appointments and coordinates logistics for training, travel and meetings.
- Orders office supplies.
- Maintains office personnel files and assists with payroll processing.
- Enters data into computer and assists with office operations.
- Assists with office forms such as grants, budgets, reports, and expense forecasts.
- Represent department a various meetings and functions.

Knowledge and Skills:

- Knowledge of principles and practices of office administration, management and supervision
- Knowledge of financial tracking and planning techniques.
- Knowledge of staff research work, business English and report writing.
- Knowledge of grant fund writing.
- Knowledge of principles and practices of supervision.
- Skill in expediting processes and procedures.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND five years in an office setting with two years experience in a lead role; prior work experience in a government setting preferred.